

Electronic Case Filing User's Guide

United States Bankruptcy Court for the
District of Utah



Contact Information:

Valuable ECF information can be obtained from the court's web site at **www.utb.uscourts.gov**. Contact numbers are on the Clerk's Office link under the Important Phone Numbers page.

System Modification Requests:

The court would like to get your suggestions on how we can improve upon the ECF system to better accommodate our external users. We ask that you complete a Request for Modification form to submit a change request. The form will be posted on the court's website at the above address or contact the clerk's office to have one sent to you.

Internet Browsers:

We strongly suggest you use the browsers recommended by the Administrative Office for the Court's ECF system. Using any other browser may decrease the effectiveness of electronic filing.

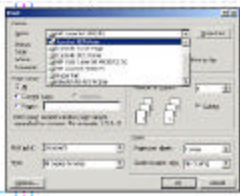
Currently, the primary browser recommended is **Netscape Navigator 4.6 or 4.7**. A download link is available from the court's website.

Also recommended is Internet Explorer 5.5. (The court has encountered some problems with IE).

This guide is designed to assist you in using ECF. It is designed to get you using the major docketing features of the ECF system.

Topics are broken down into sections covering a docketing concept. Each section is then broken down in to the tasks then steps within the concept.

This user manual is laid out in the following format

Section and task number	Title of task	Steps to perform the tasks	Notes and tips to assist in performing the step.
1.1	Creating a PDF Document	<p>ECF/ECFprepare a PDF document to support the electronic filing that you are performing.</p> <p>The creation of a PDF document is a simple procedure. It actually consists of "printing" to the Adobe Acrobat application instead of a printer. Acrobat will then create the file for you.</p> <p>STEP 1 Create the "Save" document. This can be done in any word processing program, such as Microsoft Word or Corel WordPerfect (the most popular word processing applications). Any word processor will work because you are simply "printing" the document.</p> <p>STEP 2 Print the document. After you have created your document, click on the application's print icon or go to File > Print. In MS Word, the Printer window appears (see Figure 3). WordPerfect's print window is shown in Figure 4.</p> 	<p>you will change your printer, clicking on the Drop-Down menu box. The Adobe PDFWriter is highlighted. After clicking on the driver, click on the [OK] button. You will then get a Save PDF File As window (see Figure 3).</p> <p>STEP 3 Choose the PDF file name and click on the [Save] button. Your PDF document should now be saved to your specified location.</p> <p>WordPerfect 9.x and later allows you to create a PDF document from WordPerfect.</p> <p>STEP 4 You create your document by clicking on File > Print to PDF (see Figure 3).</p> <p>STEP 5 Give your file a path and a name, or click on the small folder icon to the right of the path field. Browse to find your file, and then click on [Next].</p> <p>You will get a Publish to PDF window (see Figure 4).</p> <p>Creating a PDF document file document NOT created in a word processing application will require the use of a converter and an OCR program that handles your scanned documents. The creation of the documents from an OCR program is the same - simply print the document to Acrobat.</p> <p><i>You will need to remember where you save your PDF documents. You will need to have your document in order to know where the file is saved so that you can attach your file when uploading.</i></p>

Margin of the page is set aside for taking notes in the participant guide.

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